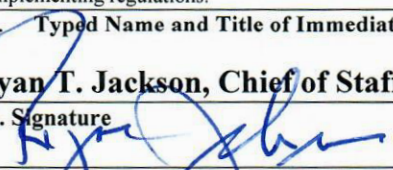
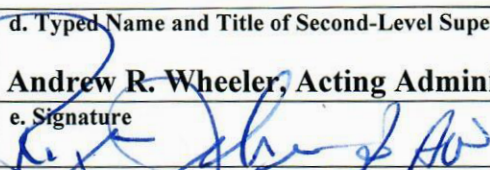
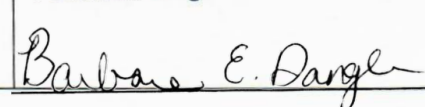


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPES06000	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Associate Deputy Administrator	ES	0340	00	
4. Supervisor's Recommendation	Associate Deputy Administrator	ES	0340		
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE DARWIN, Henry Henry Darwin			
		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of the Administrator		g.			
c.		h. Employing Office Location Washington, DC			
d.		i. Organization Code A0000000			
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff		d. Typed Name and Title of Second-Level Supervisor Andrew R. Wheeler, Acting Administrator			
b. Signature 	c. Date 7/10/18	e. Signature 	f. Date 7/16/18		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation (b) (6)	c. Financial Disclosure Form OGE-450 Required X OGE-278 Required No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input type="checkbox"/> <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code N/A	
g. Bargaining Unit Code 8888	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (0 % of time) <input checked="" type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 		j. Date 7/19/18
11. REMARKS (b) (6) General Position.					

ASSOCIATE DEPUTY ADMINISTRATOR
ES-0340

SUPERVISORY CONTROLS

Receives broad general direction and policy guidance from the Deputy Administrator. Within this framework, the incumbent is allowed wide latitude in the exercise of initiative and judgement in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad policies.

MAJOR DUTIES AND RESPONSIBILITIES

1. The incumbent serves as Associate Deputy Administrator to the Deputy Administrator. The principal role will be to work with the Administrator, Deputy Administrator and with the Agency's management team to develop and implement the Agency's overall agenda, including coordination of key Agency-wide initiatives and management of the rule making process.
2. Reports to the Deputy Administrator. Serves as principal deputy and first assistant to the Deputy Administrator in the management, operation, decision-making, planning, programming, policy development and implementation, and direction of the technical and administrative aspects of the office. In the event of the death, resignation, or inability to perform the functions and duties of the Deputy Administrator, serves as the Acting Deputy Administrator and assumes the full role and continue duties and responsibilities of the Deputy Administrator's position unless the President directs otherwise under the Federal Vacancies Reform Act.
3. Serves as the principal advisor and counsel to the Deputy Administrator on regulatory policy development and program planning and coordination. The incumbent establishes structures to improve communication between the Administrator/ Deputy Administrator's office and the program offices, regions and labs. These assignments are broad-based, touching upon wide program areas or activities within the Agency. Maintains a continuous awareness of the major national policies relating to the programs of EPA and the policies and programs supported and advocated by Congress and the Administration in order to make recommendations to the Deputy Administrator concerning the development and implementation of the Agency's major programs and policies.
4. Provides advice to the Deputy Administrator and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational and/or program matters. Arranges for the implementation of specific policies and problem solutions developed, including making action assignments to the appropriate organizational elements.
5. Establishes contacts at the highest official levels in order to develop information, evaluate findings, and prepare reports incorporating conclusions and specific recommendations. Provides information to the Administrator and Deputy Administrator through personal briefings. In doing so, applies a broad and comprehensive knowledge of problems involved in effective relationships across the Agency.
6. Advises the Deputy Administrator on the involvement of program offices and the regions, or the consideration of regional and program offices views and needs, in all aspects of the Agency's

work. Assists in assuring regional and program participation in Agency decision-making processes, assessing the impact of Headquarters actions on Regional and program operations and in resolving problems.

7. Performs a variety of assignments associated with the coordination of sensitive policy issues with industry, public interest groups and others. Reviews and coordinates sensitive reports, documents and other materials of special importance and concern to the Administrator and the Deputy Administrator to that they are prepared in accordance with and reflect the Agency and the Administration's agenda. Identifies critical policy issues or problems which require the immediate and personal attention of the Deputy Administrator and recommends appropriate courses of action regarding the necessary interface with appropriate officials.
8. Represents the Deputy Administrator at all levels of government, as well as private industry and citizen groups. Provides information and advice concerning the Agency's activities and programs and interprets existing and proposed plans and policies. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various program offices in striving to promote plans and programs of concern to the Administrator and the Deputy Administrator on courses of actions which should be taken.
9. Keeps informed of important developments affecting policies and operations of the Agency. Advises the Deputy Administrator as the significant observations and presents background information, personal opinions, and advice concerning areas of interest. Provides and/ or directs staff support for the analysis of action memoranda reaching the Deputy Administrator's office.
10. Serves as personal and confidential representative of the Deputy Administrator with members of the White House staff, members of Congress, Cabinet members and their top aides, heads of other independent agencies and commissions and their staff on matters which affect the Agency and its policies.
11. Reviews the Deputy Administrator's press releases and advance copies of other materials to determine consistency with the announced policies and to detect and forewarn as to possible unfavorable political and/or public reaction or criticism.
12. Manages the political appointees within the Office of the Deputy Administrator, including coordinating activities of political Special Assistants and Staff Assistants to the Administrator. Assists the Administrator, Deputy Administrator, and the Chief of Staff to the Administrator by providing overall direction and daily supervision to the Special Assistants detailed into the office.
13. Performs other related duties of a close and confidential nature as required.